

PROCEDURE LIT.2.01.06 PUBLIC ACCESS DEFIBRILLATION

SCOPE: Faculty, Staff, and Students

Lamar Institute of Technology (LIT) recognizes the potential for Sudden Cardiac Arrest (SCA) to faculty, staff, students and visitors on campus. SCA is usually caused by an electrical malfunction that makes the heart quiver ineffectively. As SCA can happen anywhere anytime, Cardio-Pulmonary Resuscitation (CPR) is critical, but just a temporary measure that helps maintain blood flow to the brain. A lifesaving pulse of electricity and defibrillation must be delivered quickly to restore the heart's normal rhythm; because time is critical when a SCA strikes, LIT is placing Automated External Defibrillators (AEDs) in key locations around campus. AEDs can be used by anyone.

1. Roles and Responsibilities

1.1. Director of Safety:

- 1.1.1. Coordinating order and placement of AEDs.
- 1.1.2. Coordinating the training of LIT employees.
- 1.1.3. Coordinating equipment and accessory maintenance.
- 1.1.4. Monitoring the effectiveness of this program.
- 1.1.5. Communication with Director of the EMS Program on issues related to the AED program (including post-event reviews).
- 1.1.6. Revision of this program as required.
- 1.1.7. Designate individual(s) for AED monthly safety check.

1.2. Medical Control

- 1.2.1. The Director of the EMS Program is responsible for:
 - 1.2.1.1. Providing medical direction for use of AEDs.
 - 1.2.1.2. Evaluation of post-event reviews.

1.3. Authorized AED Users:

- 1.3.1. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent that these individuals respond shall be appropriate to their training and experience. Responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency

medical response of these individuals may include CPR, AED, and medical first aid.

1.4. CPR/AED Trained LIT Employee Responsibilities:

- 1.4.1. LIT employees may complete required training to provide basic CPR/AED use. The Director of EMS Program must approve the CPR/AED training course.
- 1.4.2. Trained LIT employees should renew CPR/AED training every two years.
- 1.4.3. Activate the 911 emergency response system and provide prompt basic life support including AED and first aid according to training and experience.
- 1.4.4. Contact Director of Safety anytime an AED is used.
- 1.4.5. Understand and comply with the requirements of this program.

1.5. AED Equipment Use:

- 1.5.1. The AED should be brought to all cardiac and respiratory emergencies.
- 1.5.2. The AED should be used on any person who is 8 years of age or older, weighs over 55 pounds, and displays all the symptoms of cardiac arrest.
- 1.5.3. The AED will be placed only after the following symptoms are confirmed:
 - 1.5.3.1. Victim is unconscious
 - 1.5.3.2. Victim is not breathing
 - 1.5.3.3. Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.
- 1.5.4. Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes.
- 1.5.5. One AED Support KIT will be connected to the handle of the AED. This kit contains:
 - 1 Pair, Nitrile Powder Free Gloves, large
 - 1 Each, Bio Bag, Red, 7-10 gallon
 - 1 Each, CPR Barrier, Patient Face Shield
 - 1 Each, Professional Towel, 13" X 9"
 - 1 Each, Prep Razor
 - 1 Each, Bandage Scissors
 - 1 Each, Antimicrobial Wipes

1.6. AED Use Documentation: It is important to document each use of the AED.

- 1.6.1. LIT Director of Safety shall be notified immediately of a medical event in which the AED was used.

1.6.2. LIT employees on scene of an AED event shall complete an AED Use Report Form. The employee(s) will retain this form until the LIT Director of Safety is contacted.

1.7. Post-event Review: Following each of use of an AED, a review shall be conducted to learn from the experience. The Director of Safety and Director of the EMS Program shall conduct and document the post event review. Included will be the identification of actions that went well, the collection of opportunities for improvement and a critical incident stress debriefing (if needed). The Director of Safety shall maintain a copy of the post- event summary.

1.8. Monthly System Check:

1.8.1. Once each calendar month, the Director of Safety (or designee) shall conduct and document a system check.

1.8.2. These records shall be retained according to the schedule established by the Director of Safety.

1.8.3. This check shall include review of the following elements:

1.8.3.1. AED operation and status

1.8.3.2. AED battery life

1.8.3.3. AED accessories and supplies

1.9. Availability:

1.9.1. The LIT Director of Safety shall be informed of changes in availability of AED equipment and accessories. If the equipment is withdrawn from service, the EMS Program Director will be responsible for informing LIT employees to changes in availability of AED equipment.

1.9.2. The LIT Director of Safety shall be responsible for regular equipment maintenance. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

1.9.3. Following use of the AED equipment, all equipment will be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to proper procedures.

2. AED Locations: LIT AED locations are as follows:

2.1. Multi-Purpose Center:

2.1.1. 1st Floor – Lobby by conference center

2.1.2. 2nd Floor – Hallway at top of main stairs

2.2. Technology Center:

2.2.1. 1st Floor – Hallway by West entrance

- 2.2.2. 2nd Floor – Hallway at top of main stairs
- 2.3. Beeson Building:
 - 2.3.1. 1st Floor – Hallway by auditorium
 - 2.3.2. 2nd Floor – Hallway across from Marketing
- 2.4. Tommy Williams Technology & Training Center Building A: Lobby
- 2.5. Tommy Williams Technology & Training Center Building B: Lobby
- 2.6. Regional Fire Academy: Classroom
- 2.7. Silsbee Campus: Lineman Building
- 2.8. Eagles' Nest: Lobby
- 2.9. Exxon Mobil Petroleum and Advanced Technology Center:
 - 2.9.1. 1st Floor – Hallway by elevator
 - 2.9.2. 2nd Floor – Hallway by elevator
- 2.10. T4 Building: Hallway by East entrance
- 2.11. T5 Building: Hallway by East entrance
- 2.12. Gateway Site:
 - 2.12.1. Side A- Reception Desk
 - 2.12.2. Side B – Hallway by Cosmetology
- 2.13. Truck Driving Academy (Laurel Street): Lobby
- 2.14. Workforce & Allied Health Training Center
 - 2.14.1. 1st Floor – Toward center of Main Hallway
 - 2.14.2. 2nd Floor – Toward center of Main Hallway
 - 2.14.3. 3rd Floor – Toward center of Main Hallway
- 2.15. Advanced Technology Center: Toward center of Main Hallway
- 3. Annual Program Assessment: Once each calendar, the program shall be reviewed by the Director of Safety. This review shall include the following elements:
 - 3.1. Training records
 - 3.2. Equipment Operation and maintenance records.

Related Policies: LIT.2.01

Relevant Forms/Documents: AED Use Report Form

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted: July 2013

Reviewed: July 2024

Revised: September 2024, June 2025